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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services

DATE: 11 May 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of April, 1951.

## Volume:

A.	1. Requests for services on hand prior to April 1	73
	2. Requests on hand two months old or older	15 ✓
	3. Requests for services on hand 30 April	87
B.	Requests for services received in writing during April	178
C.	Telephone calls received during April	2550
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	162
	April allotment of quarterly encumbrance for alterations and renovations \$11,159.00	
	2. Special orders submitted to GSA not charged to quarterly encumbrance	6
	a. Renovations (251-165) \$460.00 ZVS	
	3. Orders submitted to GSA nonreimbursable (written and verbal)	300
	4. Routine inter-office memorandums and inter-agency letters.	46
E.	1. Space moves during April	26
	2. Total personnel moved	362
	3. Equipment moves	23
	4. Man hours worked by GSA	1,300
	5. Estimated cost	\$1,954.00
	April allotment of quarterly encumbrance for Laborers and Trucks	\$3,334.00
F.	Protective Services (GSA Guard Posts)	
	1. Reimbursable Posts	140
	2. Non-reimbursable Posts	31
	April allotment of quarterly encumbrance	\$50,683.00

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G. Monies paid to GSA during the month of April for services rendered during the month of January.

1. GSA Guards	\$44,735.24
2. GSA Laborers and Trucks	7,777.68
3. Alterations and Installations	23,752.22
4. National Security Council	14.00
5. Elevator Service	65.82
6. Hot Plates	193.34
7. Fireman-Laborers	1,270.42
	<u>\$77,808.72</u>

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Attachment

*W. H. H.*